```
FUNCTION:                    DOCID: SC OSC 1000 NB1012D        10/12/95 11:04:57
                             BATID:                    STATUS: DONE
                    SERVICE CONTRACT DOCUMENT


      SC DATE: 09 25 95 ACCTG PRD:       BUDGET FY:    ACTION: E  RUSH IND:
  VENDOR CODE: 521408890 0004
        NAME: I-NET, INC
  VENDOR TYPE: 25          QUOTE #: JS0926-110
      BILL TO: OSC TEST                    SHIP TO: OSC TEST
               OFFICE OF THE COMPTROLLER            OFFICE OF THE COMPTROLLER
         ATTN: JOHN DOE                     ATTN: JACK DUNN
      PCONTACT: JACK DUNN
  TELEPHONE #: ( 617 ) 727 - 5000 X 991
      COMMENTS:                         SEQUENCE #:
      READY PYMT NUMBER:
  READY PYMT START DATE:         READY PYMT END DATE:
    READY PYMT SCHED ID:
  CONTRACT RENEWAL IND: Y              DOCUMENT TOTAL:     30,000.00
      CONTRACT BID TYPE:       CONTRACT RENEWAL AMOUNT:
                                      OUTSIDE PAYMENT:
                                        ANNUALIZATION:


  H--EC570-E.C. TRANS - OVERRIDE REQUIRED
```

```
FUNCTION:                    DOCID: SC OSC 1000 NB1012D        10/12/95 11:06:15
            001-001 OF 001   BATID:                    STATUS: DONE
      ------REF DOCID------      REF
  LN TR DPT ORG/NUMBER  LN SERV AGRMNT DPT ORGN/SB  APPROP  SUB OBJ/SB PROG
  -- -- --- -----------  -- ------------ --- ------- -------- --- ------ ----
  STAT TY PRJ/CL/GRC ACTV RPTG SERV    CATALOG NUMBER     CD/UNT
  ---- -- ---------- ---- ---- ----  ------------------- ------
   DATES OF SERVICE  O-Y OBLIGATION CPCTY NUM UNITS I/D    RATE       I/D
  ----------------- --- --------------- ----- --------- --- --------------- ---
   LINE AMOUNT    I/D P/F READY PAYMENT              QUOTE          TEXT
  --------------- --- --- --------------- ----------------------------- ----
  01                       BT5L41P   OSC 1000    10000001 LL  L41
                           1316 INE-SVC-1316          EA
  09 26 95  09 26 96                       6.00         5,000.0000
      30,000.00
```

In order to automatically generate a payment voucher (PV) against the SC document, departments must enter an order receipt (OR) document for the number of units they wish to pay. The number of units to be entered will be the number of units entered in the SC NUM UNITS field (months) divided by the number of payments to be made as noted in the SCTX text instructions to the vendor. The number of units which are to be paid is entered in the QTY RECEIVED field of the OR. The OR transaction should reference the unique work order control number provided by the vendor .

The following example is for a one year, $60,000 maintenance contract to be paid quarterly. The NUM UNITS in the SC would be twelve (12), the rate would be $5,000, and for each quarter payment, the QTY RECEIVED on the OR would be three (3).